Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Applications and H-6 Driving Records may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Intern – Transit Services

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

This position will report directly to Senior Contract Services Management staff and will mainly be responsible for supporting activities related to daily bus and paratransit operations. This position will, however, provide opportunities to get involved with ongoing construction and facilities maintenance projects, such as the construction of MTS's South Bay Maintenance Facility, East County's Bus Maintenance Facility, and MTS's expanding Bus Rapid Transit Facilities maintenance programs. While college is in session, a maximum of 20 hours per week may be worked; may expand to 40 hours per week while school is not in session. Hours and days of work are flexible. The successful candidate will be expected to work close to the maximum number of hours allowed. Some irregular night and weekend work availability may be required.

Example of Duties

Essential Functions

- Service Change Production and Implementation
- Service Performance Monitoring
- Bus Stop Inventory Maintenance
- Timetables Deliveries
- Data Entry and Analysis
- Field and Site Inspections
- Transit Contract Compliance Monitoring

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations; ability to write letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Office Windows operating system, including Word, Excel, Access, Adobe PageMaker, PowerPoint, and Outlook and the ability to learn and use other software that we might have or acquire.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical, and a background check.

Salary

$10.87 per hour including a bus and trolley pass. No benefits included.

Experience/Education/ Certificates/License(s)

Possess and maintain a valid California driver's license. H-6 from DMV required. An educational background in planning, public administration, transportation, geography, engineering or another related filed is helpful but not required.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 30 pounds). He/she must be able to perform tasks that involve manual dexterity such as use a computer and perform 10-key tasks. Duties will be performed primarily in an office environment.